[On company letterhead of PARTY NAME]

[ADDRESSEE]

[ADDRESS OF ADDRESSEE]

[DATE]

**Notice of Assignment of [NAME OF AGREEMENT]**

Dear [NAME],

We are writing to inform you that[, following receipt of your consent,] an assignment was made [on/effective as of] [DATE] by [ASSIGNOR] to us concerning the [UNDERLYING AGREEMENT], dated [DATE], between [ASSIGNOR] and [NON-ASSIGNING PARTY] (the “**Agreement**”).

As of the assignment’s effective date, we have assumed all of [ASSIGNOR]’s rights and obligations under the Agreement.

[ASSIGNEE] is a [STATE OF ORGANIZATION] [corporation/[OTHER ENTITY TYPE]] with offices located at [ADDRESS]. Its registered agent is located at [ADDRESS]. [INSERT OTHER RELEVANT INFORMATION ABOUT THE ASSIGNEE IF RELEVANT.]

All notices required under Section [NUMBER] of the Agreement should be directed to:

[NAME OF INDIVIDUAL OR TITLE]

[ADDRESS]

[EMAIL ADDRESS]

[PHONE NUMBER]

[FAX NUMBER]

Going forward, please direct all matters relating to the Agreement to [ASSIGNEE]. All invoices/payments, questions, and correspondence regarding the Agreement should be sent to [ASSIGNEE] at [the address provided above/[DIFFERENT ADDRESS]], addressed to the attention of [NAME OF INDIVIDUAL]. The Agreement will remain unchanged in all other respects.

[Attached, please find copies of the following documents: [LIST OF DOCUMENTS].]

If you have any questions regarding the assignment, please contact [NAME/RELEVANT DEPARTMENT] at [TELEPHONE NUMBER/EMAIL ADDRESS].

Yours faithfully,

[ASSIGNEE]

By: ……………………………………………………….

Name: [NAME]

Title: [TITLE]